

# guidance **INDEX**

Vol. XIV, No. 4, April, 1951

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## **SRA**

### better living booklets

SRA's April Better Living Booklet for parents and teachers is titled *Exploring Children's Interests*. It was written by G. Frederic Kuder and Blanche B. Paulson, and discusses the important role children's interests play in their lives. How interests develop, how they can be measured, how they can be used, and ways in which parents and teachers provide children with experiences upon which interests are built are also shown. (See Review Item No. 21.)

### life adjustment booklets

*What Are Your Problems?* is SRA's April Life Adjustment Booklet for young people. Written by H. H. Remmers and C. G. Hackett of the Purdue Opinion Panel, it is based on a survey of the problems of 15,000 high school students. The problems discussed are those most often raised by students, and cover various aspects of a teen-ager's life. Readers are helped to identify and solve their problems. (See Review Item No. 41.)

### DIRECTIONS FOR USE

The *Guidance Index*, published monthly during the school year, lists the best current material in guidance and its related fields. The items are divided into two main groups. The first is material for the counselor, teacher, and administrator; the second, for the student. All items are classified according to the SRA Occupational Filing Plan. This aids the reader in finding the material wanted, and in filing it when it has been obtained. The title of the publication appears first, followed by the name of the author. The address from which it may be ordered is in brackets. This is followed by the date of publication, number of pages, and the price. An asterisk (\*) denotes free and inexpensive material (35 cents or less). A dagger (†) denotes films, a double dagger (‡) indicates records. A (§) indicates educational and psychological tests. Every attempt is made to list as many free and inexpensive publications as possible. In this issue of the *Index* you will find:

**66 items covering 41 subjects of which 31 are free or inexpensive**

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# for the **COUNSELOR, TEACHER, and ADMINISTRATOR**

Items listed in this category give information on guidance and related fields. Such topics as problems of child guidance and personal adjustment; education and employment are covered.

## **Audio-Visual Education**

1. **Sources of Free and Inexpensive Pictures for the Classroom.** [Bruce Miller, Box 222, Ontario, Calif.] 1950. 37pp. 50c.

A source list designed to help teachers and schools build their picture and other visual aids files. It will be especially helpful to those schools operating on a limited budget. Suggestions on how to start a picture file and its value as a teaching aid are included.

## **Child Guidance**

2. **\*Aggressiveness in Children.** Edith Lesser Atkin. [Child Study Assn. of America, 132 E. 74th St., New York 21.] 1950. 32pp. 25c.

Of special interest to parents and others who work with children, this pamphlet is designed to help them understand the nature of aggressiveness in children and how it may be guided into constructive channels. It includes discussions of such topics as: destructiveness, temper tantrums, jealousy, hurting others, bad language. This booklet will also be helpful to those parents whose children do not appear to be aggressive enough.

## **Child Labor**

3. **\*Child Labor at the Mid-Century.** [Nat'l. Child Labor Com-

mittee, 419 Fourth Ave., New York 16.] 1950. 22pp. Apply.

This annual report of the National Child Labor Committee summarizes child labor developments since 1900. It reports on the Federal and State legislative action in 1950, and outlines the current program and activities of the Committee. Tables give the total number of young workers between the ages of 14 and 17, the type of employment in which they are engaged, either full or part time, and their educational achievement. Standards of employment that are considered desirable for young workers are also listed.

4. **\*They Work While You Play.** Bulletin No. 124. U. S. Dept. of Labor, Bur. of Labor Standards. [U. S. Govt. Print. Off., Washington 25, D. C.] 1950. 26pp. 15c.

A study of teen-age boys and girls employed in amusement industries, this bulletin provides facts concerning the extent and type of young workers' employment and their working conditions. It summarizes the State Child-labor Standards and their administration and recommends procedures that are needed to bring conditions of work for boys and girls in the amusement industry up to standard.

## **Curriculum**

5. **\*Core Curriculum in Public High Schools.** Grace S. Wright. Bulletin No. 5. Federal Security Agency,

### **— Note —**

The material must be ordered direct from the issuing source. Orders for SRA materials accompanied by cash are sent postage prepaid. Orders to be charged will have a slight postage and insurance fee.

Office of Education. [U. S. Govt. Print. Off., Washington 25, D. C.] 1950. 32pp. 15c.

This bulletin discusses the value of Core curriculums in providing high school students with a knowledge of life and its ways. It is the result of an extensive survey of curricular offerings of public high schools, and is designed to assist school officials in integrating their subjects as they plan better ways of helping students adjust themselves to life.

6. **A Functional Curriculum for Youth.** William B. Featherstone. [American Book Co., 88 Lexington Ave., New York 16.] 1950. 276pp. \$3.25.

This book presents proposals for the development of a functional curriculum for high schools and of society. The author suggests the role of youth and the degree of responsibility which they should assume as members of society, and points out the contribution schools and other social agencies can make. He also proposes a reorganization of the secondary-school curriculum to provide experiences for youth not included in the regular subject-matter curriculum. Programs suitable for pupils with varying abilities and aptitudes are also suggested.

7. **\*Where Children Live Affects Curriculum.** Effie G. Bathurst. Bulletin No. 7, Federal Security Agency, Office of Education. [U. S. Govt. Print. Off., Washington 25, D. C.] 1950. 77pp. 25c.

Prepared for use by teachers, supervisors, and others who are responsible for planning curriculums, this bulletin contains illustrations of pupils' activities which were developed in keeping with the nature of their home community, their homes, the geographical location, or the culture. It shows that the curricular activities in which children engage in solving real-life problems are often different in different regions and neighborhoods where the children live. Sample activities from thirty states, representing cities, towns, and rural communities, are included.

## Education

8. **Conservation Education in American Schools.** 29th Yearbook.

[Amer. Assn. of School Administrators, 1201 Sixteenth St., N.W., Washington 6, D. C.] 1951. 527pp. \$4.00.

This yearbook is designed to serve as a guide for school administrators in expanding and improving programs of conservation education in their schools. It points out the school's responsibility in helping young people and adults understand the importance of using natural resources wisely, and sets forth the essential framework and characteristics of an effective program. Challenges, guides, practices, materials, and facilities are outlined in ways which should be helpful to educational leaders in developing school programs for the wise and intelligent use of natural resources.

9. **Education for Freedom: What Are We Doing?** Edited by Charles M. Allen and J. Lloyd Trump. [Univ. of Illinois Press, Urbana, Ill.] 1950. 160pp. \$1.50.

The proceedings of the 1950 Illinois Summer Education Conference make up this report. It contains all of the answers to selected questions from the audience, and the reports of discussion group and division meetings. Topical discussions are included on such topics as: freedom in human relationships and in economic relations; the nature of an educational program for freedom; the relationship of programs of special education, school libraries, and adult education to problems of freedom; and the responsibilities of school administrators in developing programs. These and other topics should be of interest to elementary, secondary, and adult educators, librarians, special education teachers, and all persons responsible for the development of educational programs for young people and adults.

10. **The Functions of State Departments of Education.** Fred F. Beach. Misc. Report No. 12. Federal Security Agency, Office of Education. [U. S. Govt. Print. Off., Washington 25, D. C.] 1950. 70pp. 40c.

This report provides basic information on current practice for all State departments of education and points out problem areas in which further study is needed. It describes and analyzes the existing functions and shows how these functions are being discharged through services. The common elements of development and improved

policies, practices, and procedures are indicated. This summary includes data for each state by service area category showing: the number of man-months of professional staff time devoted to each service area during the year; the major services provided; and the services of cooperating agencies.

11. **\*Improving Economic Understanding in the Public Schools.** James T. Howard. [Committee for Economic Development, 444 Madison Ave., New York 22.] 1950. 20pp. 10c. Single copies free.

A report on the work of the Joint Council on Economic Education, and its success in improving education in high schools. It shows how business, government, and labor can help develop in the minds of young people a better understanding of the economic system under which they live.

12. **\*The One-Teacher School — Its Midcentury Status.** Walter H. Gaumnitz and David T. Blose. Circ. No. 318, Federal Security Agency, Office of Education. [U. S. Govt. Print. Off., Washington 25, D. C.] 1950. 30pp. 20c.

Facts and statistics on the number of one-teacher schools maintained by the various States are included in this report. It covers the over-all decreases in the number of these schools, their proportional relationship to all public schools and teachers, and the number of pupils attending them. This report showing the trends and the numerical status of the one-teacher schools should be of interest to educational administrators, community citizens, and others who have the responsibility of providing educational opportunities for children. An extensive selected and annotated bibliography of related material is included.

13. **Personnel and Relationships in School Health, Physical Education, and Recreation.** Vol. XXVIII, Bulletin No. 3. [Research Div., Natl. Education Assn., 1201 Sixteenth St., N.W., Washington 6, D. C.] 1950. 50c. Quantity discounts.

The information presented in this booklet was obtained from questionnaires distributed to superintendents of schools in cities over 2,500 in population. It deals with

facts on enrollments, personnel, and services in the fields of school health, physical education, and recreation. The information covers elementary, junior high, and high schools. The need for more personnel, the extent of cooperation from non-school agencies and organizations, and some of the most serious obstacles and difficulties listed by the superintendents, are also included.

14. **\*Teaching Aids for Financial Security Education.** [Educational Div., Inst. of Life Insurance, 488 Madison Ave., New York 22.] 1950. 14pp. Free.

This booklet describes booklets, charts, filmstrips, and motion pictures that were prepared to assist teachers in helping students understand the fundamentals of financial security involving money management. The materials listed are free or inexpensive and have been designed for use in answer to requests from students, teachers, and school authorities.

15. **Teaching Basic Fields of Knowledge.** Report No. 2. [Metropolitan School Study Council, 525 W. 120th St., New York 27.] 1950. 55pp. 50c. Quantity prices.

This report contains descriptions of practices that teachers have found successful in making knowledge vital and far-reaching. It covers many different areas from which knowledge may be derived, including the printed page, community resources, concrete experiences, a richly-informed teacher, and a well-organized and dynamic curriculum. Many of the practices in these areas are designed to meet the varied capacities, interests, and individual differences of pupils.

## Family Life

16. **Temperate Zone: Three Plays for Parents About the Climate of the Home.** Nora Stirling. [The Natl. Committee for Mental Hygiene, 1790 Broadway, New York 19.] 1950. Sample packet, \$2.75. Single copy script and Guide, \$1.50.

Three sketches: *Scattered Showers*; *Fresh, Variable Winds*; and *High Pressure Area*, written to dramatize relationships between parents and children. They emphasize the mental hygiene point of view, portraying

the parent-child problems which arise from the variable character of the emotional climate of the home. These plays are designed to help parents find relief and enjoyment in the dramatization of the problems they have faced. Valuable, also, for discussion groups, they show that all parents have difficulties with their children at times, and that these problems are universal; but that each parent must meet his own problem in his own way. A very helpful discussion guide, written by Lawrence K. Frank, and covering all three sketches, accompanies the scripts.

### Handicapped

17. **The Handicapped Child: A Guide for Parents.** Edith M. Stern and Elsa Castendyck. [A. A. Wyn, 23 W. 47th St., New York 19.] 1950. 177pp. \$2.00.

Emphasizing the mental hygiene point of view, the authors of this book discuss both realistically and sympathetically the relationship between parents and handicapped children. They consider ways of fitting the handicapped child into the family group, and of helping him to acquire an attitude which will help him grow toward a happy and useful life. Specific handicaps are discussed in the various chapters, and information about the causes and treatment of each is included. This book should meet the needs of parents, child specialists, social workers, and others who are responsible for the training and rearing of handicapped children.

18. **Vocational Rehabilitation of the Mentally Retarded.** Salvatore G. Di Michael, Ed. Rehabilitation Service Series No. 123. Federal Security Agency, Office of Vocational Rehabilitation. [U. S. Govt. Print. Off., Washington 25, D. C.] 1950. 184pp. 45c.

This bulletin contains significant information that will be of value to vocational rehabilitation counselors, psychologists, educators, social workers, and other professional groups who assist the mentally retarded in becoming personally well adjusted and socially contributing members of society. Divided into two parts, the bulletin deals first with general treatments of six important aspects of vocational rehabilitation, and describes basic principles and practices which may be used in working

with the mentally handicapped. The second part describes three specific programs of vocational rehabilitation that may be used by others in developing methods of practice.

### Higher Education

19. **\*Toward Better College Teaching.** Fred J. Kelly. Federal Security Agency, Office of Education. [U. S. Govt. Print. Off., Washington 25, D. C.] 1950. 71pp. 25c.

This booklet discusses the need for a change in both materials and methods of college education to effectively prepare students to meet the social, economic, and civic problems of tomorrow. It contains information based upon returns from checklists concerning practices in the graduate schools which prepare teachers, and practices in the undergraduate colleges to improve the work of teachers already employed. An analysis of the strengths and weaknesses of college teachers as now trained, and a list of suggestions for improving the training of prospective teachers are included.

### In-Service Training

20. **Better Than Rating: New Approaches to Appraisal of Teaching Services.** Prep. by the Commission on Teacher Evaluation. [Assn. for Supervision and Curriculum Development, 1201 Sixteenth St., N.W., Washington 6, D. C.] 1950. 83pp. \$1.25.

This booklet examines the major issues of the subject of teacher rating. It analyzes current teacher-rating plans; describes the effects of these plans on the school program; and lists constructive proposals for organizing the school community to foster professional growth. This publication is intended to suggest a better method than that of teacher rating for making use of individual differences in the educational process within the school community.

### Interests

21. **Exploring Children's Interests.** G. Frederic Kuder and Blanche B. Paulson. [Science Research Associates, 57 W. Grand Ave., Chicago 10.] 1951. 48pp. 40c. Quantity discounts.



Children's interests — their likes and dislikes — play an important role in their lives. They are important in learning, in finding satisfying leisure-time activities, and in choosing the right career. They help the child satisfy basic emotional needs, too. And because interests are important in the lives of children, it's important that parents and teachers understand the function and importance of interests. This booklet discusses how interests develop, how they can be measured, how they can be used, and — most important — how parents and teachers provide children with wide, enriching experiences upon which interests are built.

### Juvenile Delinquency

22. **Alcohol and Youth Offense.** *Alcoholfax*, September, 1950. [Allied Youth, Inc., 1709 M St., N.W., Washington 6, D. C.] 1950. 21pp. 75c.

This publication contains facts and statistics on the extent of juvenile delinquency caused by teen-age drinking. In presenting these facts, juvenile delinquents are grouped into three different classes — the mentally ill, the accidental offender, and the pattern delinquent. Each group is discussed in relation to the cultural and social factors influencing it. This bulletin should be of interest to educators, youth leaders, church groups, and others who are interested in studying the problem of juvenile delinquents and what alcohol has to do with their life adjustments. The responsibility of the community in eliminating teen-age drinking and juvenile delinquency, and reports of what young people themselves are doing and can do are emphasized.

23. **Teen-Age Lawbreakers.** Roma K. Mc Nickle. Vol. II, Report No. 9. [Editorial Research Reports, 1205 Nineteenth St., N.W., Washington, D. C.] 1950. \$1.00.

A factual presentation of the extent and character of delinquency among American adolescents. It includes a discussion of the variety of factors causing juvenile delinquency and lists tables showing trends in the number of teen-age arrests between 1940-49. The treatment of young offenders in courts, and some of the correctional and punitive methods used in institutions are also discussed. Much of this material is based upon practices now in use in various states and communities for treatment of delinquency.

### Mental Hygiene

24. **\*Catalog of Mental Health Pamphlets and Reprints Available for Distribution 1950.** 2nd ed. Public Health Service Publication No. 19. [U. S. Govt. Print. Off., Washington 25, D. C.] 1950. 55pp. 20c.

A comprehensive listing of current pamphlets, leaflets, reprints, and other materials on all aspects of mental health and related subjects. The materials listed were prepared and distributed by numerous Federal, State, and voluntary organizations. The source from which each item may be obtained is indicated.

25. **Family, Community, and Mental Health.** Bernice M. Moore and Robert L. Sutherland. [The Hogg Foundation, Univ. of Texas, Austin 12, Tex.] 1950. 64pp. 50c.

A cleverly designed and illustrated booklet which reports the results of a two-year study of community organization methods designed to promote mental health. The material included in this report and all of the technics described are related to family life and are organized to meet family needs. This booklet will provide basic study material for community projects in local communities.

### Reading

26. **SRA Better Reading Book 3.** Elizabeth A. Simpson. [Science Research Associates, 57 W. Grand Ave., Chicago 10.] 1951. 88pp. \$1.55. Quantity prices. Specimen Set of Reading Book, Progress Folder, and Instructor's Guide, \$1.75.

This Reading Book is specifically designed to help the student to measure his week-by-week progress in reading rate and comprehension. It contains 20 articles, carefully selected in terms (1) of their interest appeal as determined by studies of reader interests and (2) of their reading difficulty as measured by the Dale-Chall formula for predicting readability. All the articles are from widely-read books and magazines; many are by well-known authors including Stuart Chase, Stephen Crane, Joseph Conrad, and Saki (H. H. Munro).

The Reading Book also contains 20 tests; each test made up of 20 multiple-choice items can be quickly, easily, and accurately taken, corrected, and scored. The book user reads an article and times himself to find his reading rate. He then takes the test to ascertain his comprehension score. He marks his test answers in the *Progress Folder* that also has an answer key and three charts; in these charts he keeps an up-to-date record of his reading practices, his reading rates, and his comprehension scores. The hard-bound Reading Book is non-consumable; it can be used by as many as 15 different students. Only the inexpensive *Progress Folder* is used up by one student. The author, Director of the Adult Reading Service, Illinois Institute of Technology, Chicago, has designed this book for students reading at the ninth grade level or higher. It may be employed with students receiving developmental or remedial instruction, either in the classroom or reading clinic. An Instructor's Guide containing specific suggestions for the use of these materials is available at nominal cost.

### Religious Education

27. **The Individual and His Religion.** Gordon W. Allport. [The Macmillan Co., 60 Fifth Ave., New York 11.] 1950. 147pp. \$2.50.

A psychological interpretation of the religious beliefs and practices of the individual. In chapters II and III the author describes the growth of religious sentiment during the life of the individual, emphasizing the outgrowth of childhood religion. He also describes the process of developing a mature religious sentiment and shows its relationship to the total personality. Much of the material is based upon the findings of objective studies that were made for various age groups.

### School Administration

28. **Evaluative Criteria.** 1950 Ed. [Cooperative Study of Secondary-School Standards, Amer. Council on Education, 744 Jackson Pl., N.W., Washington 6, D. C.] 1950. 305pp. \$3.50. Paper bound, \$2.50.

A manual designed to aid administrators and other school officials in making an evaluation of their secondary schools. It contains methods and procedures which have been tried out and found to be prac-

ticable. The various subject areas to be evaluated include: "Pupil Population and School Community," "Educational Needs of Youth," "Program of Studies," "Guidance Services," "School Staff and Administration," "Pupil Activity Program," and "Library Services."

### Secondary Education

29. **The Development of the Modern Problems Course in the Senior High School.** Manson Van B. Jennings. [Bureau of Publications, Teachers College, Columbia Univ., New York 27.] 1950. 180pp. \$2.85.

This book traces the development of the modern problems course in the high school and analyzes its contribution to the education of youth. It covers the historical background, aims, values, organization, content, methods, and materials, which characterize the problems course. This book should be helpful to teachers, supervisors, administrators, and curriculum specialists, who are interested in providing secondary-school pupils with instruction in the problems of contemporary life.

### Social Problems

30. **Social Work Yearbook 1951.** Margaret B. Hodges, Ed. 11th issue. [Amer. Assn. of Social Workers, One Park Ave., New York 16.] 1951. 696pp. \$5.00.

An excellent comprehensive reference providing descriptions of organized activities in social work and in related fields. The yearbook consists of two main divisions: Part I contains topical articles written by authorities on adult education, civil rights, family life education, juvenile behavior problems, guidance and counseling, mental hygiene and numerous other subjects. Part II includes four directories of agencies whose programs are related to the subject matter in the first part. This up-to-date encyclopedia on social work will serve as a useful tool for teachers, counselors, social work practitioners, administrators, and other professional workers.

### Teachers

31. **The Newly Appointed Teacher.** Prep. by a Committee of the Metropolitan School Study Council. [Bureau of Publications, Teachers



College, Columbia Univ., New York 27.] 1950. 49pp. 60c.

This is the report of a study by a group of superintendents and supervisors interested in discovering the best practices used by school systems to help newly appointed teachers. The teacher-induction procedures of more than thirty communities were studied, and from these the most desirable practices are described. Problems in two areas of teacher adjustment were considered: the development of personal and emotional security, and the development of professional competence. Study was also given to the problems and practices involved in three important phases of teacher adjustment: before assignment, during the first fortnight, and during the first year.

### Teachers, Training of

32. **Elementary School Student Teaching.** Raleigh Schorling and G. Max Wingo. [McGraw-Hill Book Co., 330 W. 42nd St., New York 18.] 1950. 452pp. \$3.75.

This book discusses student teaching from the point of view that teachers of elementary-school children must have an understanding of growth principles, child psychology, the elementary-school curriculum, the guidance function of the elementary school, and the relationship of extra-class activities to the total program. It covers all the important aspects of the work of the elementary-school teacher, and is intended to serve as a supplement to the experiences gained by the prospective teacher in working with children. Numerous illustrations are included, showing pictures taken in actual school situations throughout the country.

### Tests and Scales

33. **College Health Knowledge Test.** Terry H. Dearborn. [Stanford Univ. Press, Stanford, Calif.] 1950. Sample set, 15c. Quantity prices.

An instrument for determining either the extent and soundness of the health information that students bring to college with them, or the extent of their achievement in courses in personal hygiene. The test is self-administering and readily scored. It

consists of 100 questions in eleven areas including mental hygiene, nutrition, biological background information, reproduction and heredity, cleanliness, prevention and control of disease, hygiene of environment, and evaluation of medical care and advice. This test is suitable also for senior high schools offering hygiene courses, and for adult classes. A manual of directions, scoring key and norms are included with each test.

34. **Testing Coordination in the Total Program.** L. R. Palmerton. Amer. Guidance Program Monograph No. 11. [Research Publishing Co., 687 Boylston St., Boston 16, Mass.] 1951. 24pp. \$1.50.

This monograph discusses the value of testing coordination in a school program and describes plans and methods of coordination. It deals with the relationships between teachers, counselors, parents, and the students themselves, and shows how the exchange of ideas between these groups can increase the effectiveness of the guidance program. A recommended testing schedule and suggested bases for coordination of testing are included.

### Vocational Education

35. **Vocational Education: America's Greatest Resource.** John A. McCarthy. [American Technical Society, 848 E. 58th St., Chicago 37.] 1951. 397pp. \$5.75.

In this book the author presents a discussion of the underlying principles and philosophies of vocational education that are important in training youth for democratic citizenship and leadership. He has prepared this volume to meet the needs and interests of the variety of people who work in the field of vocational education, and for those who are in training. An extensive appendix, giving legislation which relate to federal aid for vocational education, and a digest of laws relating to industrial workers, is included. The book is illustrated and technical terms have been avoided as much as possible, thus making the material simple and readable.

# for the **STUDENT**

Items listed in this category are divided into two groups: Life Adjustment Material, which gives information about social, personal, and school problems; and Vocational Material, which gives information about occupations.

## **LIFE ADJUSTMENT MATERIALS**

### **Apprentices**

36. **Apprenticeship — What It Is and What It Offers.** [Bureau of Apprenticeship, U. S. Dept. of Labor, Washington 25, D. C.] 1950. 4pp. Free. Reprinted from *Occupational Trends*, November-December, 1950.

What apprenticeship is, the trades and industries in which there are the greatest opportunities for eligible young men are described in this leaflet. It explains the qualifications necessary to become an apprentice and where to apply. This leaflet also discusses the importance of apprenticeship in the development of skilled manpower, and points out the difference between apprentice training for all-round work in a skilled trade and training for jobs requiring only limited skill.

37. **\*Key to Successful Apprenticeship in the Construction Industry.** [Bur. of Apprenticeship, U. S. Dept. of Labor, Washington 25, D. C.] 1950. 18pp. Free.

A description of the various duties of the joint management-labor apprenticeship committee in conducting programs of apprentice training in the building trades, and a detailed explanation of the problems involved in the work. Included among the topics discussed are the selection of apprentices; training on the job; classroom instruction and attendance; tests for determining progress; labor unions; and many others. The information contained in the booklet is based on practices which have been tried and proved to be successful.

### **Family Life**

38. **A Handy Guide to Grownups.** Jennifer Owsley. [Random House, Inc., 457 Madison Ave., New York 22.] 1950. Unpaged. \$1.00.

A little book written for teenagers by a teenager. Its purpose is to help them understand some of the ideas of adults, and get along better with them. The author, an eleven-year-old girl, describes the various types of adults — parents, teachers, grandparents, and other relatives — and tells why they act as they do. Her observations on the possibility of youngsters getting along with grownups, provided they play their cards right, will make interesting reading for parents as well as for their children. This book is cleverly written and contains many illustrations.

### **Social and Personal Adjustment**

39. **If You Please.** Betty Allen and Mitchell Pirie Briggs. Rev. ed. [J. B. Lippincott Co., 227 S. Sixth St., Philadelphia 5.] 1950. 237pp. \$2.20.

A book on manners for high school boys and girls. It considers most of the rules of etiquette that may be practiced in the everyday lives of young people. The book covers tips on personal grooming as well as behavior at home, in school, on dates, and in public places. Numerous suggestions of ways in which good manners may be practiced are included. Written in simple language and in a style that will appeal to young people, this book may be easily read and understood.

40. **Personality and Etiquette.** Lilian N. Reid. [D. C. Heath & Co., 285 Columbus Ave., Boston 16, Mass.] 1950. 296pp. \$2.00.

This book provides teenagers with all the necessary tips on social grooming. It will help socially well-adjusted students to gain confidence and encouragement, and will give help and understanding to those who are uncertain, rude, or shy. When used in the classroom, this book plans and organizes activities so that students may put into practice the etiquette and ideals that

they have learned. Topics include introductions; conversation; social letters; principles of being a good host, hostess, and guest; etiquette in public places; emotions; personality, and numerous others that are designed to help develop confidence and self-assurance.

#### 41. What Are *Your* Problems?

H. H. Remmers and C. G. Hackett. [Science Research Associates, 57 W. Grand Ave., Chicago 10.] 1951. 48pp. 40c. Quantity discounts.

Teen-agers, going through the trying transition period from childhood to adulthood, have many problems that they often think are theirs alone. This booklet discusses the most frequent problems that teen-agers themselves say they have, and is written directly for young people, to help them identify and solve their problems. Through the Purdue University Opinion Panel for Young People, the authors made a survey of the problems of 15,000 high school students, and use those problems most frequently checked as a basis for this booklet. Included are problems of school, the future, personal adjustment, getting along with others, home and parents, boy-girl relationships, health, and several general topics.

### Vocational Guidance

#### 42. Experts Spell Out Prospects

### VOCATIONAL INFORMATION

#### Air Transportation

44. \*Airline Stewardess. [Glamour's Job Dept., 420 Lexington Ave., New York 17.] 1950. 2pp. Free.

Young women who like to travel will be interested in working as airline stewardesses or hostesses. This fact sheet describes the duties and working conditions of stewardesses, lists the personal and educational qualifications that are essential, and gives information on training and salary. A list of the names and addresses of airlines throughout the country using stewardesses, and helpful suggestions on landing a job are included.

45. \*A Student Guide for Aeronautics. Merrill E. Tower. [Aero

for High School Graduate. [Arkansas State Dept. of Education, Occupational Information and Guidance Service, Little Rock, Ark.] 1950. 44pp. Apply.

A compilation of articles taken from issues of the Washington Post, Washington, D. C., dealing with the subject of education and careers for high school graduates. The articles, contributed by specialists from many fields, cover a variety of specific occupations. Amusingly illustrated, this bulletin will be of interest to high school students, and will also serve as a handy tool for their counselors.

#### 43. \*Jobs for the Girl with Complete High School Training or Less.

[Glamour's Job Dept., 420 Lexington Ave., New York 17.] 1950. 13pp. Free.

This fact sheet points up the beginning job opportunities open to the girl with one or two years of high school or with a high school diploma. It emphasizes the fact that additional study is necessary to advance, and contains helpful suggestions on landing a job and making the most of it. Job charts listing the duties, training requirements, personal qualifications, typical places of employment, and giving other pertinent information about a variety of job opportunities are included.

Publishers, Inc., 2162 Sunset Blvd., Los Angeles, Cal.] 1950. 141pp. \$1.75.

A workbook and study guide for use by high school students consisting of exercises and laboratory experiments to be performed by the students themselves. It is designed to teach students the fundamentals of the science of aeronautics, and to develop habits of scientific thinking. This manual can be used in established courses in aeronautics, or as a basis for starting new classes.

#### Banking, Brokerage, and Finance

46. How to Succeed in Banking As a Career. John Y. Beaty. [Bankers Publishing Co., 465 Main St., Cambridge, Mass.] 1950. 71pp. \$1.00.

A booklet designed to serve as a source of information and inspiration for persons interested in a banking career. It describes the many and varied employment opportunities in this field and the numerous chances for advancement it offers. The booklet also lists the personal qualities necessary for success in banking and tells what makes it an interesting and profitable occupation.

### Building Trades and Construction

47. **Bricklayer.** William I. Noble. [Vocational Guidance Centre, 205 Avenue Rd., Toronto 5, Canada.] 1951. 4pp. 10c.

A description of the duties, working conditions, history and importance, of the job of bricklaying. The monograph includes the qualifications necessary to enter the occupation, the preparation required — including apprenticeship, and some of the advantages and disadvantages of the work. Suggestions for getting started and related occupations are also given. Wages quoted apply specifically to provinces in Canada.

48. **Plumbing.** Vernard F. Group. Occupational Abstract No. 137. [Personnel Services, Inc., Main St., Peapack, N. J.] 1950. 6pp. 50c.

What the plumber does, what his working conditions are, and the future employment opportunities in the occupation, are described in this abstract. It includes a listing of the personal qualifications a plumber needs for success in his work, and the amount of preparation — including apprenticeship training — that is desirable. Information is also given concerning the typical places of employment for plumbers, salary scales, the number and distribution of workers, unions, advantages and disadvantages, and related occupations.

### Chemistry

49. **\*Your Career in the Metallurgical Profession.** John W. W. Sullivan. [Amer. Society for Metals, 7301 Euclid Ave., Cleveland 3, Ohio.] 1950. 95pp. Free.

This booklet will be of interest to students planning careers in engineering or related fields, and to those who have not yet chosen careers. It tells what metallurgy is and describes the varied career oppor-

tunities within the metallurgical field. The duties and working conditions of persons engaged in the profession, the training requirements, and the average salaries for both beginning and experienced metallurgical engineers are listed. Schools offering professional courses in metallurgy, information on apprentice training, and typical places of employment are also given.

### Domestic and Personal Service

50. **\*So You Want to Be a Caterer.** [Woman's Program, New York State Dept. of Commerce, Albany 7, N. Y.] 1950. 16pp. Free.

An illustrated booklet describing the work of a caterer and the qualifications needed to be a success in the occupation. It includes descriptions of the various kinds of caterers, and discusses the types of communities in which the catering business is most likely to succeed. Numerous helpful suggestions on getting started in the business, on organizing the work, and on ways of building up a good trade, are also included.

### Dramatic Entertainment

51. **Square Dances of Today.** Richard Kraus. [A. S. Barnes & Co., 101 Fifth Ave., N. Y. 3.] 1950. 130pp. \$3.00.

This is a real how-to-do-it text and manual which makes it possible for anyone to organize and conduct a square dance program. The dances included are drawn from all parts of the country, along with the best of the traditional, many new dances. Such new dances include the Mill Wheel and The Yucaipa Twister which are available for the first time in book form. Problems and calling techniques are analyzed and explained. Diagrams and illustrations to demonstrate every step and figure accompany the text.

### Education

52. **\*Public School or Private School.** Jane Whitbread and Vivian Cadden. [Mademoiselle, 122 E. 42nd St., New York 17.] 1950. 10c. Reprinted from *Mademoiselle*, February, 1950.

Written for young women who plan teaching careers, this article gives the pros and cons of teaching public and private school.

It covers the preparation necessary for each, the salaries, chances for financial security, type of pupils, and methods of teaching. Examples of young women teaching in public and private schools and their reports of what they like and dislike about their work are included.

53. **\*The Story of Me.** [Metropolitan School Study Council, 525 W. 120th St., New York 27.] 1950. 25c.

An illustrated booklet presenting the life story of a teacher in-the-making. Written in the first person, it describes typical everyday experiences from kindergarten through college. Facts about the teaching profession — requirements, employment opportunities, salaries, and advantages — are included. Information on the cost of training and suggested sources of financial aid are also included.

## Engineering

54. **\*Petroleum Engineering.** Walter J. Greenleaf. [Federal Security Agency, Office of Education, Div. of Vocational Ed., Washington 25, D. C.] 1950. Free.

What the petroleum engineer does, his working conditions, and the employment opportunities available in the petroleum engineering field, are described in this leaflet. Schools offering approved courses in petroleum engineering, and the amount of preparation needed for entry and success in the field are also covered.

## Government and Public Service

55. **\*Employment in the Public Service.** W. Richard Lomax. 3rd ed. [Inst. of Training for Public Service, Indiana Univ., Bloomington, Ind.] 1950. 28pp. Single copies, free. Additional copies, 25c.

A booklet prepared to give students a general picture of public employment and to provide a source of information for those interested in government careers. It describes the scope of public service and its wide variety of jobs, suggests methods of obtaining employment, discusses hours and working conditions, salaries, and requirements. A number of specific job opportunities, illustrative of those found in public service, are described in detail. The facili-

ties available for training for public service at Indiana University and their operations are also given.

56. **\*Employment Opportunities in the Navy Department for Scientists and Technicians.** Scientific Personnel Employment Bulletin. [Personnel Div., Office of Naval Research, Dept. of the Navy, Washington 25, D. C.] 1951. 55pp. Apply.

This bulletin presents a list of typical scientific and technical employment opportunities presently existing throughout the country in Naval establishments. It describes the general requirements for positions, gives information concerning applications and appointments, and lists the advantages of employment in the Navy's program. Typical places of employment, salary scales, and pertinent Civil Service information are also included. This bulletin will be of interest to students specializing in engineering and the sciences, and to persons or agencies engaged in job placement and counseling.

## Health

57. **\*Your Future in Occupational Therapy.** [The Milwaukee Journal, 222 W. State St., Milwaukee 1, Wis.] 1950. 26pp. Apply.

A series of articles on occupational therapy as a career, reprinted from various issues of *The Milwaukee Journal*. The first article concerns the need for more workers in this field and the educational requirements necessary for success in the work. Other articles deal with the four main types of occupational therapy — orthopedic, tubercular, psychiatric, and pediatric. Personal qualifications for therapists, their salaries, and schools offering training in the Wisconsin area are also included.

## Library Work

58. **\*Library Work.** [Glamour's Job Dept., 420 Lexington Ave., New York 17.] 1950. 3pp. Free.

A description of the duties and working conditions of librarians, and the three major classifications under which they fall — administration, service to readers, and technical processes. It lists the personal qualifications and training required for an understanding of the principles and practices of librarianship. Information on



the salaries librarians receive, and some of the advantages of their work are also included.

professional organizations, and other helpful information are included.

## Music

59. **Musician.** Sarah Splaver. Occupational Abstract No. 139. [Personnel Services, Inc., Main Street, Peapack, N. J.] 1951. 6pp. 50c. This occupational abstract lists and describes the work of the various types of musicians — instrumental musician, music director, composer, arranger, and others. It contains descriptions of the qualifications and training necessary, the opportunities for entry and advancement, the advantages and disadvantages of the work, and the approximate wage scales. Information is also included on the unions to which musicians belong, and their professional associations.

60. **Your Guide to Successful Singing.** Eugene Gamber. [Windsor Press, 200 E. Ontario St., Chicago 11.] 1950. 160pp. \$3.00.

This book points out mistakes and pitfalls which aspiring singers must avoid, and sets up a positive course of action designed to develop the singer's voice properly and to keep it at peak performance. The author describes the numerous opportunities in singing, discusses the qualifications of a good teacher, and suggests methods of distinguishing between good and poor voice teachers. Advice and helpful suggestions from singing stars of opera, stage, radio, and television are also included.

## Nonferrous Metals

61. **Gemologist.** H. Paul Juergens. American Occupations Monograph No. 5. [Research Publishing Co., 687 Boylston St., Boston 16, Mass.] 1951. 32pp. \$1.00.

This monograph tells what gemology is, traces its history and development, and discusses the future outlook in the field. It describes the duties and working conditions of gemologists, gives information on the number and distribution of workers, and the personal qualifications, aptitudes, and special skills necessary to become a successful gemologist. Schools offering courses in gemology, the chances for advancement in the field, suggested places of employment,

## Photography

62. **\*If You Are Considering a Career in Photography.** C. B. Neblette. Pamphlet No. 6. [Rochester Inst. of Technology, 65 Plymouth Ave., South, Rochester 8, N. Y.] 1950. 35pp. 10c.

A vocational guidance pamphlet prepared for the use of high school students, veterans, guidance counselors, and others. It gives information on the employment opportunities in photography as a career, and describes the qualifications and training requirements necessary to enter the field. The various specialized fields of photography — advertising, aerial, commercial, medical, legal, motion picture, portrait, police, and many others — are discussed separately. Job charts, showing the terminal job, intermediate jobs, training jobs, and related jobs are also included.

## Rail Transportation

63. **\*Railroad Conductor.** Mabel O'Brian. [Vocational Guidance Centre, 205 Avenue Rd., Toronto 5, Canada.] 1950. 4pp. 10c.

After discussing the history and importance of the job of railroad conductor, this Monograph describes the nature of the work and the working conditions, and the personal qualifications necessary for entry and success in the occupation. Information is also included on the preparation needed, the opportunities for advancement, advantages and disadvantages of the work, and related occupations. Suggestions for getting started and wage scales as they apply to Canadian companies are also given.

## Retail Trade

64. **\*The Department Store Buyer.** Prep. by the Prince School of Retailing. Vol. XLIV, Bulletin No. 5. [Simmons College, 300 The Fenway, Boston 15, Mass.] 1951. 4pp. Free. This bulletin describes the varied duties of department store buyers and what makes their work interesting. It tells what personal qualities are necessary for success in the occupation, and suggests some methods of getting started toward it. The bulletin also describes the opportunities for advance-

ment in department buying and lists several high school and college courses that will be beneficial to the prospective buyer. Salary ranges for buyers and assistant buyers are also given.

65. \*Retailing-Buyer. [Glamour's Job Dept., 420 Lexington Ave., New York 17.] 1950. 5pp. Free.

The employment opportunities for women in the field of retailing are described in this fact sheet. It deals specifically with the job of buyer, and describes the duties and working conditions of the occupation, and lists the personal qualifications and training requirements necessary for entry and success in the field. Information on advancement opportunities and salary ranges is also given. Lists of trade journals that will be helpful to the buyer, and schools

which offer specialized training in retailing are included.

### Transportation Equipment

66. \*Aircraft Mechanics. [Michigan Unemployment Compensation Commission, 7310 Woodward Ave., Detroit 2, Mich.] 1950. 30pp. 25c.

This Occupational Guide gives information on the types of aircraft and the various groups of aircraft repairmen. It describes the duties and working conditions of repairmen and lists the general hiring specifications, as well as the physical and other special qualifications necessary to enter the occupation. Information on the earnings of aircraft mechanics, the opportunities for advancement, employee organizations, and suggested methods of entering the occupation are included.

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